

Sunroom Inspection and Permit Checklist

New Sunroom Inspections:

- Footing
- Framing
- Final

If you are installing a concrete pad as a floor, you will need to request a slab inspection as well. Installation of a vapor barrier between the gravel and slab is recommended.

Additions and Renovation Inspections

- Footing or Monolithic Slab¹
(Monolithic Slab: combination footing and slab inspection)
- Foundation **or** Slab
 - Plumbing and/or Electrical Slab Inspection.
 - Mechanical Slab Inspection, if applicable.

Footing and foundation inspections are required for a renovation if adding any structural walls, or changing structural walls that require adding piers in the crawl space/basement.

- Rough in:
 - Electrical
 - Mechanical²
 - Plumbing³
- Sheathing—An optional can be done to begin installation of the exterior veneer. Trade rough-in inspections must be completed prior to framing.
- Insulation: For walls and concealed spaces.
 - Final
 - Electrical
 - Mechanical
 - Plumbing
 - Building
- Certificate of Compliance (obtained after completion of project)

1 Footing inspection and monolithic slab inspection is to be made after the trenches are excavated, all grade stakes are installed, all reinforcing steel and supports are in place and appropriately tied, and all necessary forms are in place and braced and **BEFORE CONCRETE POUR**.

2 Mechanical permits may require more inspections such as rough inspection, pipe, and gas test. Your mechanical contractor is responsible for all required inspections.

3 Plumbing permits may require more inspections such as rough inspection, water distribution, sewer, and water service. Your plumbing contractor is responsible for all required inspections.

Links to the North Carolina Residential Code can be found on the Building Inspections webpage at:

www.apexnc.org.

If you have questions or require additional information, please contact the Building Inspections Permit Desk at:

(919) 249-3418.

Town of Apex Building Inspections & Permitting

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Sunrooms



Permitting and Construction Guide



APEX
NORTH CAROLINA

Sunrooms:

Your how-to guide

An introduction to sunrooms

A sunroom is defined as a one-story structure added to an existing dwelling with a glazing area (windows) in excess of 40% of the gross area of the structure's exterior walls and roof.

It's important to note that the steps and processes of building a sunroom as an **addition** to your home are quite different than **converting** a screened porch or deck into a sunroom.

If this brochure fails to answer your questions, please contact Inspections and Permitting at (919) 249-3418.

Steps to take prior to construction

1. Obtain a building permit

A building permit should be obtained prior to construction. The application can be obtained on the Building Inspection and Permitting webpage at apexnc.org or at the Permits Desk located on the 1st floor of the Mason Street Municipal Building, 322 N. Mason St.

2. Complete plan review

A plan review is required for any footprint addition that adds habitable square footage to an existing structure. Plan review for these types of structures typically takes 5 days to process, but may vary.

3. Consider: does your project require a professional?

If you are converting a screened or covered porch on an open pier system foundation, the plans must be designed and analyzed by an NC licensed design professional such as an architect or engineer.

The NC licensed design professional will need to produce an As-Built letter stating that the existing deck or screen porch is adequately sufficient to support the new sunroom. The letter must be stamped, dated, and signed by the NC licensed design professional and include information on footers, bracing, and uplift.

Common questions

“What types of permits are required for building a sunroom?”

In addition to a building permit, the following permits may be required if you are adding or moving existing equipment or features:

- Electrical permit
- Mechanical permit
- Plumbing permit

“Do I need to insulate my sunroom?”

Yes, all sunrooms—heated or unheated—must be thermally isolated from the main structure. If the sunroom will be conditioned with heat and air conditioning, it must be properly insulated.

“What if I decide to install a masonry or prefabricated fireplace?”

Please contact a masonry contractor for proper installation of a masonry fireplace, or refer to Chapter 10 in the North Carolina Residential Code Book for code compliance. Prefabricated fireplaces must be installed according to the manufacturer's specifications.

“When is a contractor required, and when can I do the construction myself?”

If you own the property and the structure is your primary residence, you can do the construction yourself regardless of price.

Otherwise, any contracted work over \$40,000 per project is required to be done by an NC licensed contractor. The contractor must also be licensed in the trade they will be performing.

Important Reminders



- Exterior walls require vertical reinforcement (wall bracing) to meet the sheer requirements found in the North Carolina Residential Code.
- If wall bracing requirements cannot be done prescriptively, a design professional can design a bracing system for the sunroom.
- Engineered, metal, or any other unconventional means of sunroom construction which are **non-prescriptive to the code** must be designed by an NC licensed design professional. The plans must contain all aspects of construction. See the Plan Review checklist at <http://www.apexnc.org/188/Forms> to confirm all required information is included in the plans.